

# Faculty Parental Leave

To support the ability of faculty to sustain their academic careers at the time of birth or adoption, HMS/HSDM is implementing a Maternity and Parental Leave Benefits Program which will provide equity for both school funded and grant/soft money funded employees.

## Maternity/Parental Leave Benefits

	Mothers	Fathers
Birth	8 weeks Maternity Leave, 4 weeks Parental Leave	4 weeks Parental Leave
Adoption	4 weeks Parental Leave	4 weeks Parental Leave

FMLA – Maternity/parental leave runs concurrently with the Family Medical Leave Act (providing job protection for up to 12 weeks per year)

## Eligibility

At HMS, this policy applies only to faculty (lecturers, annual faculty appointees, assistant, associate, and full professors) for the portion of their Harvard Medical School salary derived from grants or sponsored funds administered through HMS, and not reimbursed to HMS by any other organization or source.

## Process and procedures

The same paperwork is required as for any other parental leave. Schedule an appointment with Lynne Bimmler, 617-432-1024, to complete the paperwork and contact Nina Dickerman, Work/Life Liaison for the Longwood Medical Area, 617-432-7448, to sign up for an information session regarding child care options, benefits for parents, and planning a leave.

Faculty who are paid on school funding (000001 unrestricted funds) remain on current funding sources:

- Inform department head as early as possible for planning purposes
- No other action is required from department. No eTad or other forms need to be filed.

Faculty who are paid from grants or other soft funds (see below):

- Inform department head as early as possible for planning purposes
- Leave will be managed by Human Resources – HR will prepare and submit the ETADS for paid parental leave and return from leave, and for the change of costing and return to standard costing.

No individual data or reports will be sent to University payroll or central accounting.

Since there are no accruals of paid time off, the only reporting back to the department will be commencement date and end date of the leave and payroll amount.

The school budget liability will automatically end on the originally scheduled end date. Any additional paid time off, after the time paid under this program, will be charged to the original funding source.

If done on a retro basis, the exact costing detail for the period in question must be obtained and forwarded to FOA so that a journal adjustment can be made.